

RESOLUTION NO. 2360

A RESOLUTION of the Port Commission of the Port of Seattle establishing positions as of December 27, 1970, providing for the salaries thereof; granting sick leave, vacation with pay, overtime compensation, jury duty pay, bereavement leave, and health, medical, surgical, hospital, disability, and life insurance benefits to regular Port employees; specifying the holidays to be observed; and repealing all prior resolutions dealing with the same subject matter, including Resolution No. 2316.

BE IT RESOLVED by the Port Commission of the Port of Seattle, effective December 27, 1970, as follows:

1. (a) The classifications and the salary rate ranges of positions for executive, professional and administrative employees are hereby established as set forth in Schedule A attached hereto and by this reference made a part hereof.

(b) The classifications, salary rate changes and rates of positions, and the number of positions authorized in each classification for regular employees, herein called "non-executive employees," who are not classified as executive, professional or administrative employees are hereby established as set forth in Schedule B attached to this resolution and by this reference made a part hereof.

(c) Any changes in the salary rate ranges, salary rates, positions or number of positions set forth in either Schedule A or Schedule B shall be made by motion of the Port Commission duly carried and authenticated.

2. The General Manager may, if he deems such action desirable, make automatically the following types of increases in salaries for employees covered by this resolution:

- (a) Increases required by the establishment of a new minimum range rate
- (b) Increases resulting from a promotion from one position to another;
- (c) Increases resulting from reclassification of an employee to a new position which has been created by the Port Commission;
- (d) Length of service increases.

3. The provisions hereinafter set forth in this Section 3 shall apply to all Schedule A positions except the position of General Manager, which will be filled and reviewed from time to time by the Port Commission.

(a) Vacancies in any position falling within the classifications specified in Schedule A may be filled by the General Manager up to the total number of positions authorized.

(b) When vacancies in positions for executive, professional and administrative employees occur, the General Manager may, if he deems such action desirable, promote or transfer an employee into the vacant position and fix the salary rate range established in Schedule A for the position.

(c) The Port Commission will determine annually, and may revise at such times during a calendar year as it deems desirable, the total amount to be provided in a calendar year for individual salary increases-- other than those types of increases which may be made automatically as specified in sections 2 and 3(b) -- in all positions set forth in Schedule A combined. Individual salary increases to employees within the salary rate ranges shall be made by the General Manager from time to time, on the basis of merit, length of service and other relevant factors in amounts which for the calendar year will not in total exceed the amount authorized by the Port Commission. Such salary increases will be made on the basis of the department head's recommendation where appropriate.

4. The provisions hereinafter set forth in this Section 4 shall apply to the classifications and jobs set in Schedule B.

(a) Vacancies in any positions falling within the classifications specified in Schedule B may be filled by the General Manager up to the total number of positions authorized. The limitation on the total number of positions authorized within each such classification refers to permanent positions only and such additional temporary and/or part-time employees as are required in such classifications may be employed without further authorization of the Port Commission, provided that such temporary employees are not employed for period in excess of six months. New employees hired into positions authorized in Schedule B shall receive the minimum rate therein specified, unless otherwise determined by the General Manager. In determining whether a new non-executive employee shall receive more than the minimum salary rate specified

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in Schedule B, the General Manager shall consider the individual's background and past experience, the general availability of others to fill the position, the requirements of the position, and the recommendations of the department head concerned.

(b) Individuals within a particular job classification specified in Schedule B may be transferred from a position in one department or location to a position in another department or location as the performance of job duties in that particular classification requires, and subject to the approval of the General Manager.

(c) When vacancies in positions for non-executive employees occur, the General Manager may, if he deems such action desirable after considering the recommendations of the head of the department in which the vacant position occurs, promote or transfer an employee into the vacant position and fix the salary rate for the promoted or transferred employee within the salary rate range established in Schedule B for the applicable classification.

(d) The salaries of all individual employees now employed in classifications listed in Schedule B have been fixed by prior action of the Commission or the General Manager at rates within the salary rate ranges specified in Schedule B for each classification. Employees (except Firefighters) employed in classifications listed in Schedule B will be paid compensation weekly by converting the applicable monthly salary rate listed in Schedule B to a straight time hourly rate of pay extended to the next highest cent determined on the basis of the employee's regularly scheduled work week. Employees employed in Firefighter classifications (except Driver-Mechanic) listed in Schedule B will be paid compensation weekly by converting the applicable monthly salary rate listed in Schedule B to a straight time weekly rate of pay extended to the next highest cent determined on the basis of the employee's average regularly scheduled work week which is hereby established as 56 hours. The Commission will determine annually, and may revise at such times during a calendar year as it deems desirable, the total amount to be provided in a calendar year for individual salary increases -- other than those salary increases which may be made automatically as specified in Sections 2 and 4(c) -- in all positions in Schedule B combined. Thereafter the General Manager shall,

periodically, examine the salary rates for individual non-executive employees and may grant, without further referral to or action by the Port Commission, merit, length-of-service, and/or general cost-of-living salary increases to any such individual employee not exceeding for any one such increase an amount equal to ten percent of that individual's then salary rate. Such merit and/or length of service increases, if any, shall be granted by the General Manager in accordance with the following procedure: Recommendations for such increases shall be directed in writing to the General Manager or his designate by department heads; the General Manager shall consider such recommendations and determine whether such increases shall be given and the amount thereof, if given, in light of the individual employee's performance of job duties, the requirements of the job, the relationship of the salary involved to other salary rates in the particular department and in other departments, and the employee's length of service. General cost-of-living increases, if any, may be granted by the General Manager after considering average general increases in comparable salary levels in the area. No merit, length-of-service, and/or general cost-of-living increase may be granted by the General Manager to any non-executive employee which will result in increasing the employee's salary above the maximum of the rate range for his classification as established in Schedule B. Such increases shall not exceed in total the amount authorized by the Commission for the particular calendar year.

5. Upon completion of three full months of uninterrupted service in regular employment by the Port of Seattle, all regular monthly employees in positions in Schedules A and B shall receive an annual non-cumulative sick leave of not to exceed fifteen working days for each employee in any calendar year. Additional sick leave up to but not exceeding fifteen additional working days in any calendar year may be granted by a department head. Additional sick leave up to but not exceeding forty-five additional working days may be granted by the General Manager in any year to a regular monthly employee where serious illness, accident or other justifiable cause exists which the department head and General Manager verify and determine will warrant the granting of additional sick leave for the employee affected.

6. The following holidays, specified in Section 1.16.050, Revised Code of Washington, will be observed by the Port of Seattle for employees in positions in Schedules A and B except those employees collectively referred to as "Firefighters" in subsection (a) of Section 8 of this resolution:

New Year's Day	January 1
Lincoln's Birthday	February 12
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	Fourth Monday in October
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

Any listed holiday which falls on a Sunday shall be observed as a holiday on the following Monday. No employees shall receive extra compensation by reason of a holiday falling on a day which is not within his regularly scheduled work week.

7. Any regular monthly Schedule A or B employee who on May 1 of any year has one full year but less than 4 1/2 years of continuous employment shall receive two weeks' vacation with pay based upon the employee's regularly scheduled work week at May 1. Any regular monthly employee who on May 1 of any year has 4 1/2 full years but less than twenty years of continuous employment shall receive three weeks' vacation with pay based upon the employee's regularly scheduled work week at May 1. Any regular monthly employee who on May 1 of any year has twenty years or more of continuous employment shall receive four weeks' vacation with pay based upon the employee's regularly scheduled work week at May 1. Any regular monthly employee who on May 1 of any year has less than one full year of continuous employment but has at least three full months of continuous employment shall receive one day of vacation with pay for the first three full months of continuous employment and one additional day of vacation with pay for each additional month of

continuous employment; provided, however, that vacations with pay for any employee working less than a regularly scheduled 37 1/2 hour work week shall be prorated on the basis of the scheduled work week of the employee at the time the vacation is taken. In order to facilitate organization and control for accounting purposes and to promote the health and efficiency of employees, it is mandatory that the vacation referred to herein be taken by each employee covered hereby within twenty months after the May 1 on which it is earned and at such time or times as shall be fixed by the General Manager. Vacations hereunder will not be cumulative. On termination of employment beginning on or before the previous May 1, an employee will receive (in lieu of earned vacation not taken) an amount equal to one day's pay for the first three months of employment and one day's pay for each additional full month of employment. An employee having less than one full year of continuous employment will not qualify for vacation benefits upon termination. If a holiday falls on a day during an employee's vacation period on which the employee would normally be scheduled to work, the employee will receive one additional day of vacation.

8. (a) Employees employed by the Port of Seattle in classifications set forth in Schedule B (including the following classifications of employees in the Fire Department: Captain, Lieutenant, Firefighter A, Firefighter B, Firefighter C and Firefighter D, herein collectively referred to as "Firefighters") shall receive overtime compensation at the rate of an additional time and one-half of the employee's regular straight time rate of pay for work performed over and above the employee's regularly scheduled work shift (7 1/2 hours or 8 hours, or in the case of Firefighters, 24 hours, as the case may be) and work week (37 1/2 hours or 40 hours, or in the case of Firefighters, normally averaging 56 hours or otherwise as shift arrangements may require, as the case may be), and (where required to work) for all work performed on Saturdays and Sundays, and (except for employees in the classifications collectively referred to as "Firefighters") for all work performed on holidays; provided, however, that hours worked by an employee in any week on which overtime premium compensation has been paid shall not be used again

in any other overtime computations and, in no case will overtime or premium compensation be duplicated or pyramided. In lieu of additional overtime compensation for employees in the classifications collectively referred to as "Firefighters," there has been included additional compensation for "Firefighters" in the monthly salary rates appearing in Schedule B at the rate of four per cent of each of the monthly salary rates. Employees employed by the Port of Seattle in classifications set forth in Schedule A shall not receive overtime compensation.

(b) No additional overtime for work performed on Saturdays and Sundays (unless also an observed holiday) by employees in classifications set forth in Schedule B shall be paid where the normal work shift arrangements provide for the inclusion of Saturday and/or Sunday, or portions thereof, in the employee's regular work schedule (for example, Airport Police Officers, Firefighters, Watchman, Attendants, etc.)

9. At the discretion of the General Manager and department head, depending upon individual circumstances, five working days per calendar year may be granted to regular Schedule A and B employees who have suffered the loss by death of a member of their immediate family.

10. Upon completion of six full calendar months of uninterrupted service in regular employment by the Port of Seattle, all regular monthly employees in positions in Schedules A and B shall receive health, medical, surgical, hospital, disability, and life insurance benefits in such amounts and in such manner as are provided in contracts with insurance companies and/or agencies providing such benefits which the Port Commission shall from time to time approve.

11. All regular Schedule A and B employees are eligible to participate in the Employees Suggestion System as detailed in Port of Seattle General Procedures Bulletin No. G-5, with the exception of department heads and Schedule A employees of the Executive Department. Schedule A supervisory personnel shall be limited to suggestions outside the scope of their regularly established responsibilities.

12. If an employee in a classification set forth in Schedule A or Schedule B is called for and serves on jury duty, such employee shall during the jury service period be paid by the Port of Seattle full regular compensation less the compensation (excluding travel, meals, or other expenses) such employee actually received for jury service.

13. The benefits specified in Sections 5 through 12 of this Resolution are provided only for those regular monthly employees whose work shift normally consists of 20 or more hours per week except for the following:

(a) A temporary employee shall receive overtime compensation at the rate of an additional time and one-half of the employee's regular straight-time rate of pay for work performed over and above a work shift of 7 1/2 or 8 hours or a work week of 37 1/2 or 40 hours as the case may be.

(b) A temporary employee may qualify for holiday pay when such employee works at least 20 hours during the week in which the holiday falls and works the day before and the day after the holiday.

BE IT FURTHER RESOLVED that all prior resolutions dealing with these subject matters, including but not limited to Resolution No. 2316, be and the same are hereby repealed.

ADOPTED by the Port Commission of the Port of Seattle this 22nd day of December, 1970, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the seal of the Commission.

(SEAL)

John R. Mitchell

H. Knox Cochrane

Mark D. Bellum

Frank F. ...

Henry A. ...

SCHEDULE "A"JOB CLASSIFICATION SCHEDULEEXECUTIVE, PROFESSIONAL, AND ADMINISTRATIVE POSITIONS

<u>DEPARTMENT</u>	<u>Annual Salary Ranges</u>	
	<u>Minimum</u>	<u>Maximum</u>
<u>EXECUTIVE</u>		
General Manager	\$30,000	\$36,000
Assistant General Manager	24,000	28,000
Controller	22,000	26,000
Legal Officer	22,000	26,000
Internal Auditor	12,000	15,000
Equal Employment Officer	12,000	16,000
Claims Agent	9,600	12,000
Executive Secretary	7,800	10,800
<u>Personnel</u>		
Director, Personnel & Industrial Relations	16,000	20,000
Assistant Personnel Director	10,000	14,000
Personnel Assistant (2)	7,200	9,600
<u>Public Relations</u>		
Public Relations Director	16,000	20,000
Editor	11,000	14,000
Public Relations Assistant (4)	7,500	11,000
<u>Purchasing</u>		
Purchasing & Property Agent	14,000	18,000
Assistant Purchasing Agent	11,000	14,000
<u>ACCOUNTING</u>		
Port Auditor	18,000	22,000
Chief Accountant	14,000	18,000

SCHEDULE "A" 1971 JOB CLASSIFICATIONS, continued

	Annual Salary Ranges	
	<u>Minimum</u>	<u>Maximum</u>
<u>AVIATION</u>		
Director of Aviation	\$22,000	26,000
Assistant Director of Aviation	16,000	20,000
Assistant to the Director of Aviation	12,000	16,000
Superintendent of Operations	16,000	20,000
Superintendent of Maintenance	16,000	20,000
Assistant Maintenance Superintendent	12,000	16,000
Mechanical Superintendent	12,000	16,000
Electrical Superintendent	12,000	16,000
Airport Property Manager	16,000	20,000
Assistant Airport Property Manager	11,000	16,000
Chief, Fire Department	12,000	16,000
Assistant Chief, Fire Department	11,000	14,000
Chief of Airport Police	12,000	16,000
Assistant Chief of Airport Police	11,000	14,000
<u>DATA PROCESSING</u>		
Manager	19,000	24,000
Assistant Manager	14,000	18,000
Supervisor	11,000	15,000
<u>ENGINEERING</u>		
Chief Engineer	21,000	26,000
Assistant Chief Engineer	18,000	22,000
Engineering Management Assistant	15,300	19,200
Supervising Engineer - Waterfront	15,300	19,200
Supervising Engineer - Airport	15,300	19,200
Supervising Engineer - Contracts	15,300	19,200
Supervising Engineer - Air Term. Cont.	15,300	19,200
Administrative Engineer	13,200	16,800
Maintenance Superintendent	16,200	20,400
Assistant Maintenance Superintendent	13,200	16,800

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SCHEDULE "A" 1971 JOB CLASSIFICATIONS, continued
 Annual Salary Ranges
Minimum Maximum

INDUSTRIAL DEVELOPMENT

Manager		\$14,000	\$18,000
Assistant Manager		10,000	14,000

MARINE TERMINALS

Manager		18,000	22,000
Assistant Manager		16,000	20,000
Terminal Superintendent	(6)	12,000	16,000
Warehouse Superintendent	(2)	12,000	16,000
Assistant Terminal Superintendent	(8)	11,000	14,000
Assistant Warehouse Superintendent	(4)	11,000	14,000
Maintenance Coordinator		9,600	12,000

PLANNING & RESEARCH

Director		18,000	22,000
Assistant Director		12,000	16,000
Environmental Affairs Specialist		12,000	16,000
Senior Planner		12,000	16,000

PROPERTY MANAGEMENT

Manager		18,000	22,000
Assistant Manager	(2)	12,000	16,000
Marina Superintendent	(3)	11,000	14,000
Assistant Marine Superintendent	(3)	9,000	11,500

TRADE DEVELOPMENT

Director		18,000	22,000
Manager - Marketing		16,000	20,000
Traffic Manager - Rates & Tariffs		12,000	16,000
Manager, Ocean Traffic Services		12,000	16,000
Manager, Inland Traffic Services		12,000	16,000
Field Representative	(6)	9,800	20,000
Senior Traffic Coordinator		12,000	16,000
Traffic Coordinator	(5)	9,000	13,000

SCHEDULE "A" 1971 JOB CLASSIFICATIONS, continued

<u>DEPARTMENT</u>	<u>Annual Salary Ranges</u>	
	<u>Minimum</u>	<u>Maximum</u>
<u>WORLD TRADE CENTER</u>		
Director	\$14,000	\$18,000
Assistant Director	12,000	16,000

SCHEDULE "B"JOB CLASSIFICATION SCHEDULEPOSITIONS OTHER THAN EXECUTIVE, PROFESSIONAL, AND ADMINISTRATIVE

<u>Classification</u>	<u>Positions Authorized</u>	<u>Monthly Salary Ranges</u>	
		<u>Minimum</u>	<u>Maximum</u>
<u>I. Accounting, Secretarial, Clerical, Freight Agents</u>			
<u>A. Accounting</u>			
Senior Accountant	6	\$ 700	\$1,200
Accountant	3	625	775
<u>B. Secretarial and Stenographic</u>			
Secretary	14	525	675
Senior Stenographer	12	450	575
Stenographer	16	350	475
<u>C. Clerical</u>			
Transportation Clerk	4	525	675
Senior Clerk	20	525	675
Clerk "A"	40	450	575
Clerk "B"	30	350	475
Mail Clerk	1	350	475
<u>D. Freight Agents</u>			
Chief Freight Agent	15	800	1,000
Freight Agent	30	600	900
<u>II. Data Processing</u>			
<u>A. Systems</u>			
Systems Project Supervisor	4	900	1,350
Analyst/Programmer	4	835	1,250
Programmer	2	700	1,000
Programmer Trainee	2	525	700
<u>B. Production</u>			
Lead Computer Operator	1	625	800
Computer Operator	3	550	750
Data Control Supervisor	1	525	750
Senior Data Control Technician	2	525	750
Data Control Technician	9	450	650
Keypunch Supervisor	1	550	675
Assistant Keypunch Supervisor	2	500	650
Keypunch Operator	8	400	575
Keypunch Apprentice	1	350	450

SCHEDULE "B" JOB CLASSIFICATIONS, continued

<u>Classification</u>	<u>Positions Authorized</u>	<u>Monthly Salary Ranges</u>	
		<u>Minimum</u>	<u>Maximum</u>
<u>III. Miscellaneous Positions</u>			
Employment Interviewer	1	\$ 550	\$ 700
Assistant Editor	1	525	675
Senior Rental Representative	1	700	950
Rental Representative	3	550	700
Employee Development Apprentice	15	300	600
<u>IV. Office Services</u>			
Multilith Operator	3	600	800
Switchboard Operator	3	425	600
Messenger	1	425	600
<u>V. Engineering</u>			
<u>A. Administrative</u>			
Senior Office Engineer	1	975	1,250
Associate Office Engineer	3	850	1,100
Assistant Office Engineer	6	750	950
Junior Office Engineer	1	500	775
Specifications Writer	2	850	1,100
<u>B. Maintenance</u>			
Port Facilities Engineer	1	1,100	1,400
Maintenance Supply Clerk	1	650	825
File & Equipment Inspector	1	550	725
<u>C. Design</u>			
Architect	1	1,100	1,400
Senior Design Engineer - Civil	8	1,100	1,400
Senior Design Engineer - Electrical	1	1,100	1,400
Senior Design Engineer - Mechanical	1	1,100	1,400
Associate Architect	2	975	1,250
Associate Design Eng'r - Civil	5	975	1,250
Associate Design Eng'r - Electrical	3	975	1,250
Associate Design Eng'r - Mechanical	3	975	1,250
Assistant Architect	2	850	1,100
Assistant Design Engineer - Civil	2	850	1,100
Assistant Design Engineer - Electrical	1	850	1,100
Assistant Design Engineer - Mechanical	1	850	1,100
Chief Draftsman	1	900	1,175
Senior Designer	5	900	1,175
Designer	5	750	1,025
Senior Draftsman	3	700	900
Draftsman	2	650	825
Junior Draftsman	3	550	725
Illustrator - Draftsman	1	650	825
Vault Attendant	1	475	625

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SCHEDULE "B" JOB CLASSIFICATIONS, continued

<u>Classification</u>	<u>Positions Authorized</u>	<u>Monthly Salary Ranges</u>	
		<u>Minimum</u>	<u>Maximum</u>
V. <u>Engineering (continued)</u>			
D. <u>Construction</u>			
Senior Contract Engineer	2	\$1,000	\$1,325
Associate Contracts Engineer	2	900	1,175
Resident Engineer	8	1,000	1,325
Senior Construction Inspector	7	900	1,175
Associate Construction Inspector	19	750	1,025
Assistant Construction Inspector	31	700	900
Junior Construction Inspector	14	500	775
E. <u>Surveys</u>			
Chief of Surveys	1	1,100	1,400
Survey Supervisor	1	975	1,250
Senior Survey Technician	2	850	1,100
Survey Party Chief	8	850	1,100
Survey Instrumentman	8	750	950
Survey Technician	3	650	825
Survey Head Chainman	8	650	825
Survey Rear Chainman	8	550	725
Survey Stakeman	4	475	625
VI. <u>Planning and Research</u>			
A. <u>Associate Planners and Statistician</u>			
Associate Planner IV)		915	1,125
Associate Planner III)		800	1,100
Associate Planner II)	4	750	915
Associate Planner I)		650	875
Statistician	1	750	915
B. <u>Assistant Planners</u>			
Assistant Planner IV)		650	835
Assistant Planner III)		610	790
Assistant Planner II)	4	540	650
Assistant Planner I)		500	625
VII. <u>Waterfront Maintenance and Security</u>			
Landscape Gardener Foreman	1	600	800
Landscape Gardener	3	440	650
Marina Maintenance Foreman	2	600	750
Marina Maintenance	5	550	675
Marina Attendant	16	475	650
Janitor Supervisor	1	525	625
Janitor	8	440	575
Watchman	8	500	700

SCHEDULE "B" JOB CLASSIFICATIONS, Continued

<u>Classification</u>	<u>Positions Authorized</u>	<u>Monthly Salary Ranges</u>	
		<u>Minimum</u>	<u>Maximum</u>
<u>VIII. Airport Operations and Maintenance</u>			
Operations Supervisor	3	\$ 900	1,250
Operations Controller	4	800	950
Supervisor, Roads and Grounds	1	900	1,250
Industrial Waste Treatment Plant Operator	3	700	850
<u>IX. Airport Police and Fire Department</u>			
<u>A. Airport Police Department</u>			
Sergeant	5		970
Airport Police Officer A)			900
Airport Police Officer B*)	30		855
Airport Police Officer C*)			820
Airport Police Officer D*)			780
<u>B. Fire Department</u>			
Captain	4		1075 #
Lieutenant	3		1010 #
Driver/Mechanic	1		1010
Firefighter A)			935 #
Firefighter B*)	22		885 #
Firefighter C*)			850 #
Firefighter D*)			810 #

* Firefighters and Airport Police Officers are eligible for promotion (not automatic) to higher grade after 12 months each in Grade D, C, and B.

These salaries include 4% differential in lieu of holidays worked.

End